



<b>Classification:</b> Energy Commission Specialist II (TED)	<b>Position No.</b> 8200-4185-XXX
<b>CBID:</b> R10	<b>Office:</b> Demand Analysis
<b>Date Prepared:</b> February 2019	<b>Division:</b> Energy Assessments Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**CONFLICT OF INTEREST STATEMENT**

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the general direction of the Energy Resources Specialist III (Managerial) for the Demand Analysis Office and the Assistant Executive Director for Energy Data and Analytics, the Energy Commission Specialist II (ECS II) will serve as the Energy Commission's subject-matter expert and prime resource on data governance policies and strategies. Under the lead of the Energy Commission's top subject matter experts, the ECS II works with a team of energy specialists and consultants to develop a strategy and procedures for how the Energy Commission receives, catalogs, stores, accesses, and shares data. The ECS II provides technical support to the top subject-matter expert to develop policies for handling sensitive data, ensuring data quality, maintaining data inventories, and determining which entities are given access to which data and in what manner.

**DUTIES AND RESPONSIBILITIES:**

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
25%	Serves as the subject-matter expert responsible for acquiring and maintaining knowledge of existing data governance policies and procedures across the organization. Under the guidance of the Assistant Executive Director, the incumbent will develop and maintain an enterprise data governance strategy for organization-wide data handling policies and procedures, and develop a roadmap to achieve the strategy. (E)
25%	Standardizes and maintains processes across the Energy Commission for requesting and approving internal access to data. Under the guidance of the Assistant Executive Director, the incumbent will develop and maintain Energy Commission standards for publicly releasing derivatives of confidential data, such as anonymization, aggregation, and masking rules. (E)
20%	Develops and maintains processes and standards for managing data quality, including maintaining an inventory of confidential and high-priority datasets across the Energy Commission and standardizing the handling of such data. (E)
15%	Develops and maintains processes for entering into data sharing agreements with third parties, including other government agencies and academia; engages with the California Natural Resources Agency and GovOps on their open data portals

**DUTY STATEMENT**

CEC-004 (Revised 01/2019)

**PROPOSED**

CALIFORNIA ENERGY COMMISSION



	and lead internal efforts to increase the Energy Commission's participation in open data efforts. (E)
10%	Prepares presentations under the guidance of the lead technical expert and may represent the staff before the Energy Commission, state, and local agencies and interest groups by providing reports, testimony, advice, and comments. (E)
5%	Perform other duties as required consistent with the specifications of this classification. (M)

**WORKING CONDITIONS:** The work is performed primarily in an indoor office, conference room, and/or meeting room settings involving standing, and/or walking as well as sitting for long periods of time. Occasionally, there will be a need to lift, hold, and carry items weighing up to 20 pounds. Some travel may be required to attend off-site meetings or to participate in workshops and hearings. Additional hours beyond an eight-hour workday or forty-hour workweek may occasionally be required. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and internet; participate in and lead meetings with other staff and with other agencies.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>VACANT</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Energy Commission Specialist II (TED)</span> <span></span> </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>MATT COLDWELL</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Energy Resources Specialist III (Managerial)</span> <span></span> </div>